

December 3, 2015
JOB VACANCY ANNOUNCEMENT

THIRD DISTRICT APPELLATE COURT
1004 Columbus Street
Ottawa, IL 61350

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Maintenance Custodian
DIVISION:	Third District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
MINIMUM SALARY	\$28,524 per year

ESSENTIAL DUTIES: This position performs various housekeeping and cleaning tasks essential in maintaining an Appellate District Court facility. Duties include cleaning and polishing furniture; cleaning and maintaining the floor surfaces, windows, restroom facilities, as well as other custodial services; planning and preparing meals for up to ten people; performing laundry services; and other duties as assigned. Work is performed under the supervision of the Clerk of the Appellate Court, who inspects work in progress or upon completion for adherence to instructions and work standards.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: Applicants must have a minimum of six months cooking, cleaning and kitchen experience; possess accomplished culinary skills; ability to operate appliances and equipment safely; demonstrate strong interpersonal and communications skills; ability to clean floors and furniture; be detailed oriented and thorough in work performance.

PHYSICAL REQUIREMENTS: Ability to safely lift, stoop, reach and bend to perform cleaning and cooking duties.

Interested persons should submit a letter of interest and resume to:

Third District Appellate Court Clerk's Office
Attn: Barbara Trumbo
1004 Columbus St.
Ottawa, IL 61350

Applicant's information must be received by noon on Monday, December 14, 2015.

EQUAL OPPORTUNITY EMPLOYER